

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

July 9 - [City Council Meeting Agendas](#)

Looking Ahead

Tuesday, July 2: Planning Commission Work Session

Wednesday, July 3: Thursday's trash collected, yard waste canceled

Thursday, July 4: City offices closed, trash collection moved to July 3

Saturday, July 6: Old Town Classic Movie Night

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Crews finished paving South Kent Street this week. Restriping will be completed in the near future.

City Manager's Takeaways

Attended U.S. Army Corps of Engineers Transatlantic Division Change of Command Ceremony.

Continued working with staff to research additional options for recycling of paper, plastic and glass in the City.



Public Safety

Winchester Police

- Hosted Motorola and Carousel as they began the first phase of the Text to 911 project.
- Secured and conducted police escorts during the HOG Rally.
- Held VCIN and SWAT training and testing. Also held Crisis Intervention Team school.
- Worked on taxicab permitting.
- Attended feral cat, Commonwealth's Attorney, and Timbrook Achievement Center meetings.
- Met with the Health Department director.
- Researched off-duty employment policy.
- Prepared for July 20 Junior Academy session.
- Crime stats:
 - Crimes against persons (felony) - 2
 - Crimes against persons (misdemeanor) - 9
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes: 8

Winchester Fire and Rescue

- Observed National Safety Stand Down with training focused on responding to hostile environments and how to prevent accidents.
- Established Volunteer Insurance Coverage/Policy with VFIS Insurance.
- Met with Economic Development to finalize training in the buildings on the corner of Piccadilly Street and Kent Street.
- Continued to solidify construction of new burn building.
- Conducted firefighter entrance testing for 23 candidates - 12 candidates will be interviewed.
- Met with a citizen regarding a lift belt recommended for patient handling.
- Held a meeting with Frederick County Fire regarding standard on-scene reports and language for fire ground operations.
- Conducted pre-planning on Clean Water facility.
- Submitted burn building funding request to Frederick County Fire and Rescue.

Police Activity	#
Calls for Service	798
Crash Reports	10
DUI/DWI	4
Alarms/False Alarms	37/37
Directed Patrols	48
Directed Patrols (OTW)	9
Extra Patrols	124
Extra Patrols (OTW)	2
Traffic Citations	86
Traffic Warnings	47
Special Events	0/0
Permits Received/Approved	48 rec'd YTD

Fire Activity	Fire Activity
Fire	3
Overpressure	0
EMS/Rescue	82
Hazardous Cond.	7
Service Call	4
Mutual Aid Given	6
Good Intent	4
False Alarms	3
Special Incident	0
Plan Review	0
Inspections	5
Reinspections	7

Emergency Management

- Conducted a mass sheltering tabletop drill with Social Services.
- Met with former Emergency Management Coordinator to continue the transition process.
- Began developing a plan of action for draft policies and procedures.
- Worked with Matrox customer support to identify video streaming device issues.
- Installed Motorola radio system replacement hardware and tested.
- Working with outside jurisdictions on workplace safety measures.

Parks & Recreation

- Held Parks Advisory Board meeting.
- Held Boys Sports Camp in the WPRD Gym.
- Continued work on Potts Play Courts and Lowry Tennis Courts resurfacing project.
- Continued construction of Maintenance facility.
- Held week 4 of Summer Camp.
- Held facility safety assessment discussion.
- Mowing of park properties continues as scheduled.

Development Services

Economic Redevelopment

- Facilitated one business retention/expansion meeting with a Winchester business.
- Continued working on Hazmat abatement of the Kent/Piccadilly structures as well as met with Winchester Fire and Rescue on training exercises taking place in the vacant structures.
- Continued working with development efforts associated with the Kent/Piccadilly and Towers sites.

Winchester/Frederick County Tourism

- Met with Sustainability Matters regarding upcoming events and connections within the community.
- Met with representatives from Frederick County Parks and Recreation regarding coordinating efforts to bring in future events and coordinating communications to promote current events.
- Took part in the Tourism Tuesday radio show on The River 95.3. Special guest was Eric Campbell from Cedar Creek and Belle Grove NHP to talk about their upcoming events and changes at the park.
- Held a Newcomers Welcome Event planning meeting at the Visitor Center. The event is planned for Thursday, July 11 from 5-7:30 pm.

- Met with the Top of Virginia Regional Chamber to discuss the tourism component of the 2020 Top of Virginia Chamber Voice magazine.
- Attended a Shenandoah Spirits Trail monthly meeting. Discussions included ongoing social media campaign, FY20 budget plan, and final proof of the next reprint of the trail map.
- Held post-HOG Rally event discussions with businesses and attractions throughout the City and County.

Planning

- Prepared and electronically distributed the Planning Commission agenda packet for the July 2 Work Session and the July 16 Regular Meeting. Three rezoning cases are scheduled for public hearings. They are:
 - a) A 4.8-acre PUD rezoning known as Harrison Plaza PUD which will include 70 apartment units and some commercial development at the northeast corner of Hope Drive and Valor Drive.
 - b) A 0.95-acre PUD at 412 Smithfield Ave which will allow for legally retaining three apartment units in a formerly all-commercial building.
 - c) A 5.1-acre conventional rezoning from Intensive Industrial (M-2) to Commercial Industrial (CM-1) for an existing commercially developed site at 2508 Papermill Road (Noland).
- Identified dates for four Comprehensive Plan public input sessions to be held in late July and early August. Sessions will be held at the four City elementary schools with times and dates to be announced soon.
- Conducted preliminary analysis of the Comprehensive Plan survey and prepared a presentation for the Planning Commission. The Commission will review the Comprehensive Plan update at the July 2 work session.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Old Town Winchester

- Held successful Friday Night Live event which was attended by over 2,500 people.
- Assisted with logistics and promotion for the HOG Rally event and parade.
- Ordered and received new promotional farmers market tent as recommended by the Old Town Advancement Commission (OTAC).
- Distributed promotional heart gel packs with purchase at the Old Town Farmers Market.
- Finalized press release for Rockin' Independence Eve (RIE) on July 3.
- Finalized OTW App updates and prepared to launch updated app once it receives iPhone and Android approval.
- Had final meeting with OTAC Chair on status of projects.

Zoning and Inspections

- Completed:
 - 125 building permit inspections and issued 65 building/trades permits (\$681,633 valuation)
 - 173 code enforcement inspections and initiated 73 new cases
 - 7 new business reviews (6 Certificates of Business, 1 Certificate of Home Business)
- Issued certificates of occupancy for completed projects:
 - 526 Fremont Street - new single family dwelling
 - 321 Highland Avenue - new single family dwelling

Permit #	Type	Address	Description	Value
19 00002126	PLBG	544 YORK AVE	EXPANSION TANK	\$200
19 00002133	PLBG	347 LANNY DR	EXPANSION TANK	\$200
19 00002138	PLBG	403 GRAY AVE	EXPANSION TANK	\$200
19 00002147	PLBG	213 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00002134	PLBG	1014 KINZEL DR	EXPANSION TANK	\$200
19 00002130	PLBG	374 E PICCADILLY ST	EXPANSION TANK	\$200
19 00002150	PLBG	231 JEFFERSON ST	EXPANSION TANK	\$200
19 00002103	MECH	1803 TILGHMAN LN	REPLACE FURNACE	\$3,850
19 00002139	PLBG	224 EAST ST	EXPANSION TANK	\$200
19 00002146	PLBG	2 MONTAGUE AVE	EXPANSION TANK	\$200
19 00002154	PLBG	1212 S LOUDOUN ST	REPLACE W/H, ADD EXP TANK	\$2,381
19 00002132	PLBG	429 MARION ST	EXPANSION TANK	\$200
19 00002144	PLBG	16 MONTAGUE CIR	EXPANSION TANK	\$200
19 00002125	PLBG	324 SHAWNEE AVE	EXPANSION TANK	\$200
19 00001924	NRRM	1310 S LOUDOUN ST	INSTALL SECURITY DOORS	\$17,900
19 00002098	DECK	1212 S LOUDOUN ST	REPLACE DECK	\$4,200
19 00002140	PLBG	228 EAST ST	EXPANSION TANK	\$200
19 00002149	PLBG	23 E JAMES ST	EXPANSION TANK	\$200
19 00002128	PLBG	308 WALKER ST	EXPANSION TANK	\$200
19 00002137	PLBG	186 HAWTHORNE DR	EXPANSION TANK	\$200
19 00002143	PLBG	1515 S LOUDOUN ST	EXPANSION TANK	\$200
19 00002136	PLBG	146 HAWTHORNE DR	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00002142	PLBG	200 EAST ST	EXPANSION TANK	\$200
19 00002131	PLBG	1109 MILROY CT	EXPANSION TANK	\$200
19 00002145	PLBG	203 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00002148	PLBG	207 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00002135	PLBG	106 HAWTHORNE DR	EXPANSION TANK	\$200
19 00002124	PLBG	211 213 SHARP ST	EXPANSION TANK	\$200
19 00002141	PLBG	1525 COMMERCE ST	EXPANSION TANK	\$200
19 00002127	PLBG	518 WHITACRE ST	EXPANSION TANK	\$200
19 00002154	NGAS	1212 S LOUDOUN ST	REPLACE W/H, ADD EXP TANK	\$0
19 00001333	PLBG	519 W JUBAL EARLY DR	NEW FIXTURES	\$28,000
19 00002129	PLBG	1829 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001843	PLBG	1001 E CORK ST	NEW FIXTURES	\$34,850
19 00002155	NGAS	1867 AMHERST ST	REPLACE FURNACES	\$200
19 00002095	PLBG	123 BELLVIEW AVE	REPLACE FIXTURES	\$3,500
19 00002095	RREM	123 BELLVIEW AVE	INTERIOR REMODEL	\$25,000
19 00001723	SIGN	2240 VALLEY AVE	BLDG MOUNTED SIGN	\$10,000
19 00002157	NGAS	248 PARKWAY ST	REPLACE FURNACE	\$100
19 00000596	ELEC	221 E BOSCAWEN ST	REMODEL	\$5,500
19 00001412	DECK	201 SHAWNEE AVE	REMOVE & REPLACE OLD DECK	\$0
19 00002115	ELEC	700 S WASHINGTON ST	SVC UPGRADE	\$1,000
19 00000283	MECH	2230 S PLEASANT VALLEY RD	AIR OUTLETS/EXHAUST FANS ETC	\$81,500
19 00002114	ELEC	333 W CORK ST	REMODEL 19-610	\$15,000
19 00001885	ELEC	137 LAMB DEN AVE	REMODEL	\$750
19 00001479	PLBG	650 S108 CEDAR CREEK GR	NEW FIXTURES	\$6,000
19 00001890	ELEC	431 WEST LN	REMODEL	\$2,500
19 00002038	DEMO	325 E PICCADILLY ST	INTERIOR DEMO - FIRE RESTORE	\$60,000
19 00002116	ELEC	190 S100 CAMPUS BLVD	FIRE PERMIT 19-1630	\$7,602
19 00002118	ELEC	310 NATIONAL AVE	SERVICE UPGRADE	\$1,800

Permit #	Type	Address	Description	Value
19 00001734	DECK	513 SOUTH ST	ADD FRONT PORCH W/ ROOF	\$2,000
19 00001187	ELEC	29 N LOUDOUN ST	REMODEL	\$2,000
19 00001908	MECH	328 MILLER ST	REPLACE FURNACE	\$3,100
19 00002155	MECH	1867 AMHERST ST	REPLACE FURNACES	\$6,400
19 00002166	MECH	141 N WASHINGTON ST	REPLACE EXISTING RTU WITH NEW	\$30,000
19 00001905	NRRM	808 BERRYVILLE AVE	INTERIOR TENANT REMODEL	\$90,000
19 00002040	DECK	705 N BRADDOCK ST	10X14 DECK	\$6,000
19 00002166	NGAS	141 N WASHINGTON ST	GAS PIPING TO REPLACE RTU	\$30,000
19 00002156	MECH	320 HANDLEY BLVD	NEW HEAT PUMP	\$8,400
19 00002157	MECH	248 PARKWAY ST	REPLACE FURNACE	\$3,200
19 00002170	PLBG	130 MILLWOOD AVE	EXPANSION TANKS	\$400
19 00002152	PLBG	817 CHELSEA DR	REMODEL BATHROOM SHOWER	\$200
19 00002151	MECH	1840 AMHERST ST	HEAT RECOVERY CHILLER	\$170,400
19 00002169	NGAS	205 LIBERTY AVE	REPLACE W. HEATER	\$2,500
19 00002152	RREM	817 CHELSEA DR	REMODEL BATHROOM SHOWER	\$10,000
Total: 65				\$618,633

Public Services

- The final paving on S. Kent Street between Cork and Millwood was completed this week. The striping will occur soon (conducted in-house).
- Attended a meeting at the Our Health campus to discuss the upcoming first phase of the N. Cameron Street drainage improvements project that will begin in July.
- Sidewalk replacements are progressing on Kinzel Drive and Fairview Avenue (CDBG project).
- The old steel water tank on Strothers Lane has been taken down and work will now begin on the construction of the new concrete tank.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	1	359
Water meters replaced (number)	14	1,042
Sanitary sewer mains replaced/lined (linear feet)	275	4,640
Sanitary sewer laterals replaced (number)	1	89
Sanitary manholes replaced (number)	2	25
Sidewalks replaced (linear feet)	1,014	16,421
Sidewalks repaired (linear feet)	0	24,406

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	0	135	#
	Mowing	20.72	202.21	Acres
	Miles of streets swept	63.20	1,294.40	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	2	93	#
	Trees trimmed	9	308	#
	Stumps removed	0	136	#
Traffic	Street signs Installed/replaced	0	225	#
	Pavement markings repainted (City)	1,464.5	3,331.50	Linear feet
	Pavement markings repainted (contractor)	0	19,278	Linear feet
Refuse & Recycling	Refuse collected	124.65	3,145.54	Tons
	Recycling collected	56.13	1,276.91	Tons
	Large item pickups	1	107	#
Transit	Total passengers	2,846	63,925	#
	Revenue miles pick up/drop off	4,192	92,556	Miles
	Revenue hours pick up/drop off	377.15	8,431.6	Hours
Utility billing	Payments processed	1,413	35,761	#
	New bills mailed out	0	35,124	#
	Water services turned off (non-payment)	30	248	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water treatment plant	Average daily water demand	6.11	6.14	Million gallons/day
	Peak daily water demand	6.73	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	6.48	9.54	Million gallons/day
	Peak daily flow treated	6.98	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	1,006	37,902	#
	Fire hydrants flushed	68	700	#
	Sewer mains cleaned	2,493	79,775	Linear feet
	After-hours call outs	4	143	#
Engineering	Site plans reviewed	2	49	#
	Floodplain permits issued	4	59	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	4	104	#
	Land disturbance permits issued	0	6	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	47	1,268	#
	Erosion and sediment notices to comply	0	18	#
Facilities Maintenance	Work requests completed	18	497	#
	Special events assistance	3	22	#
	Maintenance of pedestrian mall	38	841	Staff hours
Equipment maintenance	Total repairs completed	48	2,401	#
Winchester Parking Authority	Work requests completed	9	186	#
	Special events - assistance provided	1	13	#
	Vandalism or property damage issues	2	12	#
	New monthly rentals	3	134	#
	Monthly rental cancellations	2	64	#
	Hourly parkers (all four garages)	3,672	70,168	#
	Park-Mobile transactions	797	16,477	#
	Meter violations	231	4,719	#

Social Services

- Received 185 Benefit Program applications: 29 SNAP, 38 Medicaid, 3 TANF, 1 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 113 Home Energy Assistance Program
- Provided case management to:
 - 3,531 Medicaid cases
 - 1,594 SNAP cases
 - 65 TANF cases
 - 20 Auxiliary Grant cases
 - 46 individuals receive VIEW services
 - 51 families/106 children receive Child Care Subsidy Assistance (78 families/126 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	214/158
Child Protective Service referrals	8
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	49
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	52/0
Child Protective Service (CPS) case management load	48
Benefit program fraud & overpayment referrals/investigations/recoupment claims	2/4/21
CPS family assessments & investigations of alleged maltreatment	81
Family Service intakes	10
Adult Protective Service referrals	5
Adult services case management load	7
Adult guardianships/cases	2/67
Adult Protective Service investigations/intakes	30/9
Family Services Prevention case management load	8
Uniform Assessment Instrument screenings	0

Support Services

Innovation & Information Services

- Continued working with Treasurer and Commissioner of the Revenue for testing fixes to semi-annual changes to personal property billing program.
- Completed purchase setup in ServiceDesk Plus.
- Setup HTML5 for NaviLine in production. Began testing for roll-out.
- Worked to upgrade InHance test to 4.6.0 and install on machine to test.
- Contacted OpenGov for next steps for switch to updating year-to-date information for transparency.
- Created map and compiled necessary data for Engineering Departments MS4 Program.
- Created four new GIS datasets in SDE database for Storm water outfalls and their delineation areas, sewer lift stations, and sewer forced mains.
- Completed map request and data creation for Utilities Department displaying lift stations and forced mains in relation to existing sewer lines and manholes.
- Created script to compile street centerline address ranges into one record/street. Will be used to analyze street audit file from Voter Registrar.
- Held conference call and vendor demo of new cybersecurity training and defense tools.
- Prepared training for IT staff on ADSelfService.
- Held initial meeting with Parks staff about RecTrac upgrade.

Help Desk Requests	Count	Closed
Account Management	25	21
Applications	30	24
GIS	4	6
Hardware	8	17
Information Only	3	5
Infrastructure	3	6
No Action Required	2	3
Not Assigned	18	0
Procurement/Disposal	0	0
Reporting	0	0
Research	-	-
Total	93	82

Communications

- Distributed the [June 26, 2019 CitE-News](#) issue.
- Handled 6 media requests for City information and staff interviews; 3 requests for WPD.
- Handled or began processing 6 FOIA requests.
- Revised the Utilities Auto Pay promotional materials.
- Wrote, recorded, produced, edited, and released the 12th episode of the [Rouss Review](#) podcast. Main segment features Public Services director Perry Eisenach speaking about the various Capital Improvement Projects in the city.
- Edited two Manufacturing Week videos that covers Mouse Loves Pig, a local toy manufacturer.
- Created the Summer 2019 Re:Source newsletter that will be mailed out in upcoming utility bills.
- Edited the final Kids & Cops Camp video that will be given to parents of campers.
- Created a flyer/guide ad for the 275th anniversary/Parks & Recreation Month collaboration/promotion.

- Photographed and videoed repaving and sidewalk work on Kent Street and Kinzel Drive.
- Attended the Mayor's Healthy City planning committee meeting and data-gathering meeting with the Health Department Director.
- Attended a Marketing Mind Share meeting hosted by the Regional Chamber.

Date	City of Winchester News Releases
6/24	Winchester Fire & Rescue receives American Heart Association's Mission: Lifeline EMS Gold Plus Recognition Award - read
6/26	Recycling options discussion - read
6/27	Fourth of July firework safety - read
6/28	N. Cameron Street Drainage Improvement Project begins in July - read
	City's Independence Day holiday schedule - read
Date	Segments on WDVM
6/24	Winchester man indicted on rape charges - watch
6/25	Fire and Rescue wins award for improving treatment of heart attack patients - watch
Date	Articles in <i>The Winchester Star</i>
6/22	Leather and lace: Harley enthusiasts get married on mall
	Your Views: The price we pay
	Your Views: A new, fresher look at recycling
	Proposed Jubal Early Drive extension likely losing \$9.3M from state
	Work starts on 4-lane bridge over Interstate 81
6/24	Safety precautions pay off in crash-free motorcycle rally
	Winchester grand jury hands up indictments
6/25	6 local transportation projects get \$13M from state
	Efforts continue to better honor notable regional natives Poles, Cather
6/26	Winchester School Board OKs more than \$370K in cuts
6/27	Fee proposed to salvage city recycling program
	Execution style killing detailed in court
	City Council's proposed bylaws pushed aside again
	Attempted murder charge certified against man who shot at police

Date	Articles in <i>The Winchester Star</i>
	Firms hired for Douglas School, Innovation Center projects
	Photo: Rebuilding railroad crossings
6/28	City Council bans roadside panhandling
	Our Views: Council puts kibosh on bylaws again
	City Council favors reducing School Board's size
	Authority: No hitch in capacity parking switch
	Photo: Chase successful as authorities apprehend suspect (WPD)
	Fireworks for the Fourth: Where and when to celebrate this Independence Day